

Documentation requirements for attendance period requirement and weekly status check



Attendance Period Requirement

Pursuant to WAC 392-700-015(3), "Attendance period requirement is defined as, at minimum, two hours of face-to-face interaction with a designated program staff for the purpose of instruction, academic counseling, career counseling, or case management contact aggregated over the prior month."

Weekly Status Check Requirement

Pursuant to WAC 392-700-015(23), "Weekly status check means individual communication from a designated program staff to a student. Weekly status check:

- (a) Can be accomplished in person or through the use of telephone, e-mail, instant messaging, interactive video communication, or other means of digital communication;
- (b) Must be for the purposes of instruction, academic counseling, career counseling, or case management;
- (c) Must be documented; and
- (d) Must occur at least once during a school week."

Documentation Requirements

At minimum, document the following to support these requirements:

- Student
- Program staff involved in the communication/interaction
- Date and time (if meeting the face-to-face requirement, must include begin and end time)
- Method of delivery for weekly status check (telephone, e-mail, etc.)
- Purpose (instruction, academic counseling, career counseling, or case management)
- Summary of communication (needs to be detailed enough to provide context)

Some programs may meet the "attendance period" and "weekly status check" requirements at the same time. For example, a program may require students to be on-site and meet with staff for at least ½ hour each week. However, the documentation must provide evidence that both requirements were met.

Documentation must be prepared by the person communicating with the student. Information may be maintained electronically, however, original supporting documentation (e.g. hand written notes) must be retained, if applicable.

If the district's schools are in session for three or more days in a week, this constitutes a school week and requires documentation of "weekly status check".

Frequently Asked Questions

1. Q. Can the weekly status check be satisfied by having contact with a student's parent/guardian?

A. No. There must be individual communication from a designated program staff to a student.

2. Q. Can the weekly status check be satisfied by leaving a voicemail on the student's cell phone?

A. Yes, as long as it is left on the student's cell phone and documented to the standards listed above. A voicemail left at a student's residence will not ensure that it was heard by the student therefore is not acceptable.

3. Q. For the evidence of the weekly status check and attendance period requirement, how might a program meet that requirement through instruction?

A. Attendance must be taken if instruction is being used to meet either requirement. Documentation of attendance must include the requirements in the above guidance.

4. Q. For the evidence of the weekly status check and attendance period requirement, what is meant by "summary of communication (needs to be detailed enough to provide context)"?

A. The documentation required will depend on the method of contact used.

For academic counseling, career counseling or case management, the documentation should include a brief summary of the topics discussed during the contact. The summary should be unique to this conversation, and not generic.

For instruction, the course name or subject the student is working on should be documented, at a minimum.

In the case of email, chat, or other electronic methods, the actual email or chat transcript must be retained as documentation.

5. Q. Must hand written notes be created if the information is entered directly into an electronic database?

A. No, you do not need to generate hand written notes if they are entered directly into an electronic database. If hand written notes are used to fill in the database, they must be retained.

6. Q. How long does the documentation of contact need to be held?

A. Districts should retain documentation in accordance with their established records retention schedules. The Washington Secretary of State's office has a number of [resources](#) that districts can use when developing records retention schedules.

7. Q. Can the weekly status check be satisfied by sending a group e-mail?

A. Yes, granted the e-mail is for the purposes of academic counseling, career counseling or case management and if the content is appropriate for that group of students.

Example of appropriate content for the group: Program sends an email that a math tutor will be available Tuesday at 1pm. This email would only be appropriate for students enrolled in math classes and cannot be used as a weekly status check for students enrolled in English and History classes only.

Documentation must include the email addresses it was sent to with the ability to cross walk to each student.